

SECTION II: CORRESPONDENCE

5. PENALTY INDICIA MAIL. Penalty indicia mail is that official mail of the United States Government which may be transmitted through the Federal postal service without the application of postage stamps in accordance with the Penalty Mail Act of 1948 as amended. Penalty indicia mail is identified by the use of mailing wrappers which identify the contents as official business and bear a printed statement of the penalty for private use to avoid payment of postage. Individuals using matter bearing penalty indicia for private use to avoid payment of postage are subject to a fine of \$300 for each use.

a. **SIGNIFICANCE.** The use of penalty indicia in lieu of postage stamps is a matter of convenience and economy to the Government. The use of penalty indicia imposes the following obligations on the Agency:

- (1) To ensure that employees are aware of the illegality of the use of penalty indicia for personal correspondence.
- (2) To ensure that penalty indicia is used only for official correspondence, including such enclosures as are reasonably related to the subject matter of the correspondence.
- (3) To determine the annual rate of reimbursement to the Post Office Department for the estimated use of penalty indicia mail.
- (4) To submit to the Post Office Department within 60 days after the close of each fiscal year a report covering the quantity of official mailing indicia procured.

b. **OFFICIAL USE.** Official mail qualifying for transmission under penalty indicia is broadly limited under Section 306 of the Penalty Mail Act of 1948 (39 U.S.C.A. 321 n (Supp. 1956)) to official letter correspondence and such publications, documents, or articles as must be transmitted in connection with the administration of the mailing agency or department. Excepting as indicated above, the general mailing of books, periodicals, or other articles under penalty indicia is not authorized. In any instance where uncertainty arises, prior verification shall be obtained from the Chief, Mail and Courier Branch, Logistics Services Division, Office of Logistics.

c. **RESPONSIBILITIES**

- (1) Operating Officials will implement this paragraph to the extent deemed necessary to meet the requirements set forth in subparagraphs a(1) and (2) above.
- (2) The Director of Logistics is charged with those responsibilities set forth in subparagraphs a(3) and (4) above.

6. POSTAGE

a. **POLICY.** Postage stamps and postage-meter machines will be used only for official mail.

b. **AGENCY POSTAGE-STAMP CUSTODIAN.** The Chief, Mail and Courier Branch, Logistics Services Division, Office of Logistics, is designated as the Agency postage-stamp custodian.

c. **ESTABLISHMENT OF OPERATIONAL POSTAGE-STAMP ACCOUNTS**

- (1) When necessary for operational or security purposes, an Operating Official may request approval for the establishment of an operational postage-stamp account not to exceed \$500 in stamp value. Such requests, in

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memorandum form, shall be submitted to the Director of Logistics for approval. The requests shall provide the following information:

- (a) A brief statement of justification, including reasons why mail requiring postage stamps cannot be processed through the Mail and Courier Branch.
- (b) Estimated value of postage stamps required for no less than 30 days and no more than 60 days.
- (c) Names of employees to be designated custodian and alternate custodian of the operational postage-stamp account.
- (2) Custodians shall be personally accountable and responsible for the proper custody of the stamps, and for submitting periodic certifications concerning official use of stamps.

d. PROCEDURES

- (1) Agency mail requiring postage, together with completed Form No. 239, Postage Slip, shall be submitted to the Mail and Courier Branch. Unless this form has been completed to require otherwise, postage will be applied through use of a postage-meter machine.
- (2) The Director of Logistics shall advise the custodians of postage-stamp accounts regarding the procedures for the procurement, use, and control of stamps.

7. REPORTING OF CONVERSATIONS

a. POLICY

- (1) Form No. 1132, Memorandum of Conversation (figure 1), replaces the Memorandum for the Record in reporting conversations of Agency officials with persons outside the Agency. Form No. 1132 need not be used if the conversation:
 - (a) Is made a part of the minutes of a meeting;
 - (b) Is reported in an established intelligence information report, such as an report; or
 - (c) Is recorded in another form of memorandum.
- (2) Memorandums of Conversations which may determine or affect policy of this Agency shall be sent through the appropriate Deputy Director to the Director. Other Memorandums of Conversations which a responsible official determines should be brought to the attention of the Director or Deputy Director of Central Intelligence shall be routed to their offices through the appropriate Deputy Director.

b. PROCEDURES

(1) PREPARATION OF FORM NO. 1132

- (a) If the conversation covers more than one subject, each subject shall be listed in the heading.
- (b) Established procedures concerning maintenance of source security shall apply to listing the participants in the conversation.
- (c) Established procedures concerning application of the need-to-know principle shall apply in listing the distribution of copies.

(2) DISTRIBUTION

- (a) If the Director or Deputy Director is a participant in a conversation to be reported on Form No. 1132, the junior Agency official present or the designated official shall prepare the Memorandum of Conversation.

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sation and submit the original and all copies to the Director, or Deputy Director, as appropriate, for approval of the substance and the distribution.

- (b) Other Memorandums of Conversation to go to the Director shall be submitted in an original and one copy. If they are to go to the Deputy Director they shall be submitted in original only. Distribution of copies shall be made by the originator in conformity with established procedures.

8. CIA OFFICIAL ADDRESS. The Agency's official mailing address for unclassified mail is:

Central Intelligence Agency
Washington, D.C. 20505

Any variance from this address must be approved in writing by the Office of Security.

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Excluded from automatic
downgrading and
declassification

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FIG. 1

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CENTRAL INTELLIGENCE AGENCY	
Memorandum of Conversation	
DATE:	
SUBJECT :	
PARTICIPANTS:	
COPIES TO :	
<hr/>	
FORM NO. 1132 1 FEB 57	
(11-23-36)	